

How to move curriculum CD material to a hard disk (All 7 CDs and the Quantum Learning will take a little over 10 GBs of disk space)

(Note, some machines are set to open on a single click and others on a double click. When I say “click” I mean to do what your machine requires.)

Step	Action
1	Right <u>click</u> on the “Start” button on your task bar.
2	Left <u>click</u> on the word “Explore”
3	<u>Click</u> on “Local Disk (C:)”
4	<u>Click</u> on the “File” drop down
5	<u>Click</u> on “New” on the menu
6	<u>Click</u> on “Folder”
7	<u>Enter</u> by typing, the name “Unit_#”
8	<u>Press</u> “Enter”
9	If you plan to do additional CDs <u>repeat</u> steps 4 thru 7 for each CD else go to step 10.
10	<u>Insert</u> the unit CD in the drive and let the CD auto-start
11	<u>Click</u> on the “Exit” button in the lower right corner
12	Choose “Exit CD”
13	<u>Click</u> on the drive (usually D) that has the same title as the folder you created in step 6. This will be in the left hand column of the Windows explorer. The contents of the CD will appear in the right column.
14	<u>Click</u> on “Edit” in the menu bar at the top of the page.
15	<u>Click</u> on “Select all”
16	In the right column <u>Click</u> and hold the left mouse button and drag the files over the Unit_# folder you created in step 7. Release the mouse button. NOTE: This will copy all the files from the CD to your hard drive.
17	<u>Click</u> on the folder when you just copied the files.
18	In the right column right <u>click</u> on the icon for the file that reads: Unit_?_Menu.exe and drag the icon to the desktop at the top of the left column.
19	Release the mouse button and click on “Create shortcut” when prompted.
20	If you are doing all the CDs <u>repeat</u> steps 10-19 else go to 21
21	<u>Stop</u> , You did it!!!